

EMERGENCY MEDICAL SERVICES AUTHORITY1930 9th STREET

SACRAMENTO, CA 95814-7043

(916) 322-4336

FAX (916) 324-2875

**INSTRUCTIONS FOR COMPLETING REQUEST FOR LIVE SCAN SERVICE
APPLICANT SUBMISSION FORM**

As authorized by Health & Safety Code Section 1797.172 all new applicants for licensure as a Paramedic and Paramedics whose licenses have lapsed beyond one year are required to submit fingerprints for a California Department of Justice (DOJ) criminal history check prior to being licensed. In addition, all applicants who have not resided continuously in California for the past seven years and/or applicants that have a criminal history outside of California are required to complete a Federal Bureau of Investigation (FBI) criminal history check.

The Applicant Live Scan process for the submission of fingerprints and the automated criminal history check and response replaces the blue and white fingerprint card previously used. However, if you are currently living outside California, you must submit rolled fingerprints on the blue and white paper fingerprint card and pay all applicable fees (See Instructions for Completing Fingerprint Card).

You may download a Request for Live Scan Service Applicant Submission Form (BCII 8016) from the DOJ website at http://ag.ca.gov/fingerprints/forms/BCII_8016.pdf or from the EMS Authority's website at www.emsa.ca.gov/para/licensureforms.asp. Please refer to the attached instructions sheet for completing the Request for Live Scan Services Applicant Submission Form. Live Scan terminals where you can go to be fingerprinted are located in sheriffs' offices and police departments throughout the state as well as several public applicant Live Scan sites. A list of Live Scan terminal locations can be found on the Internet at the DOJ Live Scan web site at www.ag.ca.gov/fingerprints.

Fingerprint fees for processing the criminal history check are established by DOJ and may be subject to change. The current nonrefundable fee for this process is \$32 and is payable to the Department of Justice or to the Live Scan Agency doing the fingerprinting. There is an additional fee of \$24 for the FBI criminal history check. If you are required to do both a DOJ and FBI criminal history check, the total fee for both is \$56. The "rolling fee" for Live Scan fingerprinting, which is separate from the fee for processing the criminal history check(s), is paid directly to the agency conducting the Live Scan fingerprinting. The rolling fee may vary by agency. Many agencies require an appointment so we encourage you to call the Live Scan equipped agency before having your fingerprints done.

The EMS Authority will receive the results of the criminal history check(s) electronically within seven to ten days of being fingerprinted in most cases. However, if manual processing is required it may take longer to receive the results and in some rare cases it may take as long as 30 days or more. Once you have been fingerprinted, send the second copy of the Request for Live Scan Service form to the EMS Authority along with your paramedic license application and other required documentation as listed on the back of the Initial License Application.

If you have any questions, please call the Paramedic Program Unit at (916) 323-9875.

IMPORTANT: Please refer to the attached instruction sheet for completing the Live Scan Applicant Submission Form. If the form is not completed correctly, the fingerprints may be rejected by DOJ and you will be required to have your fingerprints taken again (there should be no charges for reprinting rejected fingerprints providing you take the reject notice with you when you go to be reprinted).

INSTRUCTIONS

All areas indicated on form must be filled in with the information noted below. Please type or print information clearly. *TAKE THE ORIGINAL AND TWO COPIES OF THE FORM TO THE LIVE SCAN AGENCY WHEN YOU HAVE YOUR FINGERPRINTS DONE.*

ORI

The ORI number for the EMS Authority is **A0536**.

Job Title or Type of License, Certification or Permit:

Paramedic

Mail Code

The five digit mail code assigned by DOJ is **02531**.

Name of Applicant

Indicate complete name. Last Name, First Name and Middle Initial.

Date of Birth

Indicate month-day-year of birth.

Height

Indicate your height in feet and inches.

Eye Color

Indicate eye color.

Place of Birth

Indicate the state or country of birth.

Driver's License No.

Indicate your California Driver's License Number.

Type of Application

License

Agency Address Set Contributing Agency

Emergency Medical Services Authority
1930 9th Street
Sacramento, CA 95814

Contact Telephone Number

(916) 323-9875

Alias

Indicate other names used (i.e., nickname, maiden name and/or alias name{s}).

Sex

Check either Male or Female.

Weight

Indicate your weight in pounds.

Hair Color

Indicate hair color.

SOC

Indicate your Social Security Number.

Level of Service

Check the DOJ box, and if you have resided in California 7 years or less, or if you have a criminal history outside of California check the FBI box.

Do not fill in any other areas on the Request for Live Scan Applicant Submission Form. Verify that the Live Scan Operator has entered the correct information before transmitting. Verify that the Live Scan Operator has entered the ATI No. in the bottom portion of the Request for Live Scan Service Applicant Submission Form.